

Assessor/Recorder/County Clerk

DESCRIPTION OF MAJOR SERVICES

Under California law, the Assessor/Recorder/County Clerk establishes a value for all locally taxable property including residential, commercial, business and personal property. The Assessor/Recorder/County Clerk’s Office maintains current records on approximately 754,126 parcels of real property, 30,795 business property accounts and 32,714 other assessments including boats, aircraft, and manufactured homes. The Assessor’s Office also administers property tax exemptions including homeowners, veteran, disabled veteran, church, religious, and welfare exemptions, as well as exclusions including parent-to-child and senior/disabled persons transfer of base year value.

Budget at a Glance	
Requirements Less Reimbursements*	\$24,480,514
Sources/Reimbursements	\$8,735,227
Net County Cost	\$15,745,287
Total Staff	223
Funded by Net County Cost	64%
*Includes Contingencies	

The Valuations Division is responsible for real, personal, business and special property valuations and assessment appeals. District offices provide public assistance regarding questions of ownership, mailing addresses, parcel numbers and assessed values. The Assessment Services Division provides mapping, change of ownership, change of address, data entry services, and public information services. The Information Technology Division provides computer systems maintenance and development. The Administrative Services Division provides fiscal, payroll, mail services, and facility support. The Recorder Services Division accepts all documents for recording that comply with applicable recording laws. Official records are maintained evidencing ownership and encumbrances of real and personal property and other miscellaneous records. The Recorder Services Division is also responsible for County Archives and County Clerk functions. County Archives maintains historical records for the County. County Clerk maintains records as they relate to vital statistics, fictitious business names, and other records that are required by the State to be filed with the County Clerk.

2014-15 ADOPTED BUDGET

REQUIREMENTS LESS REIMBURSEMENTS	SOURCES/REIMBURSEMENTS																
<table><tr><th>Category</th><th>Percentage</th></tr><tr><td>Operating Expenses</td><td>27%</td></tr><tr><td>Staffing Expenses</td><td>73%</td></tr></table>	Category	Percentage	Operating Expenses	27%	Staffing Expenses	73%	<table><tr><th>Category</th><th>Percentage</th></tr><tr><td>Fee/Rate</td><td>28%</td></tr><tr><td>Net County Cost</td><td>64%</td></tr><tr><td>Other Revenue</td><td>1%</td></tr><tr><td>Reimbursements</td><td>7%</td></tr></table>	Category	Percentage	Fee/Rate	28%	Net County Cost	64%	Other Revenue	1%	Reimbursements	7%
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Fee/Rate	28%																
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Other Revenue	1%																
Reimbursements	7%																

FISCAL

BUDGETED STAFFING

STAFFING ANALYSIS					5-YEAR STAFFING TREND				
Authorized Positions	2012-13 Final	2013-14 Adopted	2013-14 Final	2014-15 Adopted					
Regular	216	221	222	223					
Limited Term	0	0	0	0					
Total	216	221	222	223					
Staffing Expenses	\$17,191,081	\$18,017,420	\$18,539,924	\$17,931,694					

ANALYSIS OF 2014-15 ADOPTED BUDGET

GROUP: Fiscal
DEPARTMENT: Assessor/Recorder/County Clerk
FUND: General

BUDGET UNIT: AAA ASR
FUNCTION: General
ACTIVITY: Finance

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Actual	2013-14 Final Budget	2014-15 Adopted Budget	Change From 2013-14 Final Budget
Requirements							
Staffing Expenses	14,672,925	16,065,032	16,374,853	17,191,240	18,539,924	17,931,694	(608,230)
Operating Expenses	3,207,612	6,258,025	5,626,983	5,580,041	5,957,290	6,517,820	560,530
Capital Expenditures	67,807	42,493	42,332	10,823	10,823	0	(10,823)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	17,948,344	22,365,550	22,044,168	22,782,104	24,508,037	24,449,514	(58,523)
Reimbursements	(39,553)	(1,574,366)	(294,570)	(306,260)	(1,203,619)	(1,589,727)	(386,108)
Total Appropriation	17,908,791	20,791,184	21,749,598	22,475,844	23,304,418	22,859,787	(444,631)
Operating Transfers Out	0	45,000	39,952	28,869	75,609	31,000	(44,609)
Total Requirements	17,908,791	20,836,184	21,789,550	22,504,713	23,380,027	22,890,787	(489,240)
Sources							
Taxes	24,875	17,667	21,462	18,662	10,000	18,500	8,500
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	3,220,307	5,946,068	7,293,110	6,760,539	6,912,102	6,901,500	(10,602)
Other Revenue	225,669	214,607	273,254	211,243	194,500	225,500	31,000
Total Revenue	3,470,851	6,178,342	7,587,826	6,990,444	7,116,602	7,145,500	28,898
Operating Transfers In	0	0	0	1,169	0	0	0
Total Sources	3,470,851	6,178,342	7,587,826	6,991,613	7,116,602	7,145,500	28,898
Net County Cost	14,437,940	14,657,842	14,201,724	15,513,100	16,263,425	15,745,287	(518,138)
Budgeted Staffing					222	223	1

MAJOR EXPENDITURES AND REVENUE IN 2014-15 ADOPTED BUDGET

Staffing expenses of \$17.9 million represent the majority of this budget unit and fund 223 budgeted regular positions. Operating expenses of \$6.5 million consist primarily of printing and taxpayer notice mailing costs, COWCAP, and systems development charges for the Property Information Management System (PIMS). Reimbursements of \$1.6 million are primarily from the Recorder special revenue funds for administrative and IT costs. Sources of \$7.1 million include fees for recording and County Clerk services, Real Estate Fraud, special assessments, transfers of ownership, and data sales.



BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are decreasing by \$489,240 primarily due to a reduction in salary costs due to MOU adjustments and an increase in reimbursements for IT costs, partially offset by increases in retirement costs and COWCAP. Sources are increasing by \$28,898 due to anticipated increases in vital records, County Clerk services and Real Estate Fraud fees, partially offset by a decrease in recorded document fees.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$17.9 million fund 223 budgeted regular positions. An Appraiser I is being deleted and an Appraiser II is being added to allow greater flexibility in accomplishing the workload as real estate activity increases due to an improving economy. A Legal Document Classifier II is being deleted and a Lead Legal Document Classifier is being added to provide adequate oversight of lower level staff and enhance the efficient operation of the office. A Business Applications Manager position is being moved from a Recorder special revenue fund budget and added to this budget to recognize its new responsibility for oversight of both Recorder and Assessor IT operations.

2014-15 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Management and Administrative Services	8	0	8	8	0	0	8
Assessment Services	44	0	44	40	4	0	44
Valuations	110	0	110	103	6	1	110
Recorder Services	53	0	53	47	5	1	53
Information Technology	8	0	8	5	2	1	8
Total	223	0	223	203	17	3	223

Management and Administrative Services	Assessment Services	Valuations
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Assessor/Recorder	1 Chief of Assessment Services	1 Chief Appraiser
1 Assistant Assessor/Recorder	1 Supervising Office Specialist	3 Principal Appraiser
1 Executive Secretary III	2 Supervising Office Assistant	8 Supervising District Appraiser
1 Administrative Supervisor II	1 Office Specialist	12 Appraiser III
1 Staff Analyst II	12 Office Assistant III	13 Appraiser II
1 Staff Analyst I	3 Office Assistant II	30 Appraiser I
1 Payroll Specialist	1 Supv Title Trans Technician II	13 Appraisal Technician
1 Fiscal Assistant	1 Supv Title Transfer Technician I	2 Supervising Auditor Appraiser
8 Total	3 Title Transfer Technician II	2 Auditor-Appraiser III
	14 Title Transfer Technician I	9 Auditor-Appraiser II
	1 Cadastral Services Supervisor	16 Office Assistant III
	1 Cadastral Drafting Technician III	1 Office Assistant II
	2 Cadastral Drafting Technician II	110 Total
	1 Cadastral Drafting Technician I	
	44 Total	
Recorder Services	Information Technology	
<u>Classification</u>	<u>Classification</u>	
1 County Clerk	1 Business Applications Manager	
1 Chief Deputy Recorder	1 Business Systems Analyst III	
1 Staff Analyst I	1 Business Systems Analyst II	
2 Legal Document Coordinator	2 Automated Systems Analyst I	
4 Legal Document Supervisor	2 Automated Systems Technician	
4 Lead Legal Document Classifier	1 Office Assistant III	
20 Legal Document Classifier II	8 Total	
15 Legal Document Classifier I		
1 Accountant II		
2 Fiscal Assistant		
1 Office Assistant III		
1 Office Assistant II		
53 Total		

